

BACKGROUND INVESTIGATION INSTRUCTIONS



All Police Department applicants are required to complete a Peace Officer Standards and Training (P.O.S.T.) Personal History Statement (27 pages). These forms and several waiver/authorization forms can be found on our website under Department Employment. Please read the instructions carefully. In addition to the Personal History Statement and waivers, you are required to furnish copies of various documents and certificates as part of your background investigation. The documents should be returned with your completed and signed Personal History Statement and waivers.

If you are unable to furnish copies of all of the required documents, you should make immediate arrangements to obtain copies. DO NOT DELAY returning your completed Personal History Statement and waivers because you are unable to furnish copies of all of the required documents. You will be allowed a reasonable time to obtain and submit copies of the document. You are required to provide the following:

1. Birth Certificate (original or **certified** copy)
2. Naturalization Papers (original or **certified** copy if applicable)
3. Marriage Certificate(s) (if applicable)
4. Dissolution of Marriage Certificate(s) (if applicable)
5. Certified copy of high school transcripts (**sealed**)
6. College Diploma(s) and transcript(s) (if applicable, **sealed**)
7. California Driver's License and ten (10) year driving history record
8. Social Security Card
9. Professional Certificates and Licenses
10. Specialized Schools and Training Certificates
11. Military Discharge Certificate (if applicable)
12. Military DD214 Form (if applicable); long version
13. Civil Suits (if applicable); Judgements
14. Bankruptcy records (if applicable)
15. Copy of any Crime Report in which you were arrested and/or listed
16. Copy of any traffic accident in which you were named as a driver or involved party within the past 7 yrs.
17. POST Training Records and Certificates
18. Agency Training Records / Certificates
19. Internal Affairs Records / Disciplinary Actions
20. Performance Evaluations, Report Writing Samples, Letters of Recommendation, Commendation, and/or any other documents that you feel may address your qualifications for the position.
21. Please include at least two (2) neighbor references. Attach these references on a separate sheet and include with your Personal History Statement.

Place the original Personal History Statement in a *sealed* envelope marked **"CONFIDENTIAL, Attention: Officer Doug Botta"**. **Please be sure to have all 6 of your waivers notarized. There are 3 standard waivers and 3 personnel file waivers.* You must return all originals **in person** by: ***Due date provided in your invitation letter to SPPD, 13880 San Pablo Police Department, San Pablo, CA 94806; (510) 215-3186.***

Please include/attach this document to your initial package of paperwork (PHS).

APPLICANT ACKNOWLEDGEMENT

I certify that I have received a copy of this document requirement list. I understand that it is my responsibility to provide these documents to my background investigator. I understand that if I fail to provide these documents on a timely basis, my background investigation may be delayed or suspended. I understand that these documents will not be returned to me at the conclusion of my background.

DATED: _____

SIGNATURE: _____

PRINTED NAME: _____